

FEDERAL D. GLOVER SUPERVISOR, DISTRICT V

CONTRA COSTA COUNTY, BOARD OF SUPERVISORS

April 13, 2018

Antioch (North)

Hercules

Martinez

Pinole (North)

Pittsburg

Alhambra Valley

Bay Point

Briones

Clyde

Crockett

Mt. View

Pacheco

Port Costa

Reliez Valley

Rodeo

Tormey

Vine Hill

Dear Public/Nonprofit Partner:

I am pleased to announce that applications for the Keller Canyon Mitigation Fund will be accepted from April 30, 2018 to May 18, 2018 for grants in the general range of \$500 to \$10,000. Grants may be used for implementation of activities and/or programs that directly benefit the residents of the "Primary" and "Secondary" mitigation target areas (see Exhibit 1). The 2018-2019 application instructions have been attached for your convenience.

Mandatory Bidders' Conference (April 30, 2018)

Potential applicants are **REQUIRED** to attend a Bidders' Conference on April 30, 2018 from 9:00 a.m. to 11:30 a.m. The conference will be held at the California Theater, 351 Railroad Ave, Pittsburg, CA 94565.

At the Bidders' Conference, staff will provide grant information and general technical assistance on the submission requirements. Applications must be submitted electronically using Keller Canyon Mitigation Fund online portal. No paper or emailed applications will be accepted. Staff will also demonstrate the online submission process, as well as discuss the review and award process.

When Applications Are Due (May 18, 2018)

Applications are due **no later than 5:00 p.m. Pacific Daylight Time on Friday, May 18, 2018**. Application submission will be made *online only* via a web link that will be given during the bidders' conference.

No mailed, emailed, or faxed documents will be accepted. Technical assistance will be available throughout the submission period. However, staff availability for last minute technical assistance (2-4 hours before the deadline) will be very limited. Ideally, applicants should submit applications several hours before the deadline in the unlikely event they encounter technical difficulties.

Types of Activities/Programs Considered for Funding

Generally, applications that fall into the following general categories will receive consideration:

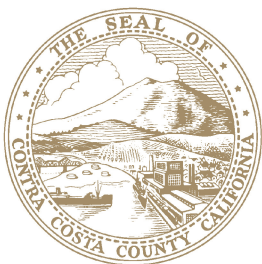
Ph: 925-608-4200

510-942-4200

Fx: 925-608-4209

510-942-4210

190 East 4th Street Pittsburg, CA 94565



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- Youth Services – specific activities projects that benefit children/youth
- Code Enforcement – activities focusing on clean communities
- Public Safety – related to law enforcement, crime prevention, etc.
- Community Beautification
- Community Services – broad category of public benefit activities

After an initial screening, you *may* be requested to give a five-minute oral presentation during the week of June 18, 2018 – June 22, 2018.

Notification of the application funding status should be made by **Wednesday, July 24, 2018**. Organizations that are allocated a grant amount that is reduced from the amount requested on their application will be required to submit a modified budget showing how the allocated funds will be budgeted. Revised documentation will be due on or before **Wednesday, July 31, 2018 by 5:00p.m.** and should be submitted to:

Daniel Davis
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Phone: 925-674-7886
Email: Daniel.Davis@dcd.cccounty.us

Grantees will be advised of the date and location for signing contracts in the award notification letter.

Should you have questions regarding the Keller funds and the application/award process, please contact my staff member, Brittney Jones, at (925) 608-4200.

Sincerely,

Federal D. Glover
Supervisor, District V

Ph: 925-608-4200

510-942-4200

Fx: 925-608-4209

510-942-4210

cc: David Twa, County Administrator
Tim Ewell, Senior Deputy County Administrator
John Kopchick, Director, Department of Conservation and Development

190 East 4th Street Pittsburg, CA 94565



Keller Canyon Mitigation Fund

Overview

Did you or a representative from your organization attend the Keller Canyon Mitigation Fund Bidders Conference?

Please enter the Order # listed on your Eventbrite ticket.

This proposal is for:

Where will the requested funds be used to serve residents? Click [here](#) to view Keller Canyon Mitigation Fund Target Area Map.

What type of application are you making?

Agency Type:

What is the approximate total value of your application?

Will you require a fiscal agent?

In which category is your project primarily focused?

Organization Profile

What is the name of the fiscal agent?

Enter the name of your organization or EIN number and select from the list provided

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Keller Canyon Mitigation Fund

Should this request be approved, is this the name to which payment should be directed?

Is this the appropriate address?

Organization web site address (if available)

Facebook Page (eg. <http://www.facebook.com/username/>) (if available)

Contact Information

Are you the primary contact person for this application?

Your contact information

Salutation

First Name

Last Name

Title

Telephone Number

Extension (if available)

Mobile phone (if available)

Email Address (required)

Please re-enter your email address

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Profile

Please tell us about this organization's mission or purpose.
(1-2 sentences only)

Please describe the programs and services this organization provides.

Please list your organizations board, council or committee members' information below: *(Max. 10 entries)*

Name

Title

Address

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Keller Canyon Mitigation Fund

Project Application Questions

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Keller Canyon Mitigation Fund

Profile

Please provide the name of this project.

Please enter the amount you are requesting.

What is the total project budget?

Please attach a detailed budget for your project showing ALL funding sources and uses, including the use of Keller Canyon Mitigation Funds.

The budget must reflect the entire operational cost of the project. Also, attached for your convenience is an excel template that you may use for your proposed budget. You will need to save it to your computer, fill it out, then re-attach it to the application.

Is the project provided in other areas beyond the Keller Canyon primary and secondary target areas?

How much have you raised to date?

Do you have other funders involved in this project?

Please enter up to five other funders.

Status	Name	Total Amount	Term (years)
--------	------	--------------	--------------

Request Details

Provide a brief description of the project in roughly 150 words. Include the general purpose, approach, and target population (clients) of the project.

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Keller Canyon Mitigation Fund

Who is the target population for the project? Describe in greater detail beyond the brief summary provided in the project description.

In Part 1, you indicated that your program serves only residents in the *Target Area*. Using the Keller Canyon Mitigation Fund Target Area Map, indicate how many clients reside in the *Target Area*. Click [here](#) to view map.

Number of clients in the Primary area.

Attach File:

What are the eligibility criteria for client receipt of services? Be specific in stating the criteria. Simply residing in the mitigation area does not constitute adequate basis for eligibility.

Statement of Need: Describe the need for your project (use research data to quantify the need).

Outline the goal(s) for the project. Goals should be general in nature, but relevant to the purpose of the project.

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Keller Canyon Mitigation Fund

Provide the objectives of the project that will assist your agency in meeting the goal(s).

What is a predicted outcome for this event?

What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?

You have requested funding for \$_____ or more. Please include a simple logic model indicating inputs, outputs, etc.

Attach File:

Tell us how this project will have an impact on *FOCUS CATEGORY* in the community.

Is your project ongoing?

What is the start date for commencement of your proposed project?

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Keller Canyon Mitigation Fund

What is the end date for commencement of your proposed project?

A visual representation of a timeline will strengthen the proposal. Do you have any documents to attach?

Attach File:

How will KCMF's contribution be recognized?

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Keller Canyon Mitigation Fund

Event Application Questions

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Keller Canyon Mitigation Fund

Request Profile

What type of event is this?

Please enter the amount you are requesting.

What is the total event budget?

Please attach a detailed budget for your event showing ALL funding sources and uses, including the use of Keller Canyon Mitigation Funds. The budget must reflect the entire operational cost of the event. Also, attached for your convenience is an excel template that you may use for your proposed budget. You will need to save it to your computer, fill it out, then re-attach it to the application. Click [here](#) to view budget example. Click [here](#) to view the excel template.

Attach File:

Is the event provided in other areas beyond the Keller Canyon primary and secondary target areas?

How much have you raised to date?

What is the name of the event?

Does this event have multiple dates?

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How many events will you have?

Date of event.

What time is the event

Please provide the venue name.

Please provide the venue address.

Address line 1

Address line 2

City

State

Zip Code

What is the anticipated number of attendees?

Do you have other funders supporting this event?

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Keller Canyon Mitigation Fund

Please enter up to five other funders.

Status	Name	Total Amount	Term (years)
--------	------	--------------	--------------

Request Details

Please describe your event more fully. Tell us about your plans and how this event will have an impact on *FOCUS CATEGORY* in the community

Who is the target population for the event? Describe in greater detail beyond the brief summary provided in the event description.

In Part 1, you indicated that your program serves only residents in the _____ Mitigation Target Area. Using the Keller Canyon Mitigation Fund Target Area Map, indicate how many clients reside in the _____ Mitigation Target Area. Click [here](#) to view map
Number of clients in the Primary area.

Number of clients in the Secondary area.

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What are the eligibility criteria for client receipt of services? Be specific in stating the criteria. Simply residing in the mitigation area does not constitute adequate basis for eligibility.

Statement of Need: Describe the need for your event (use research data to quantify the need).

Outline the goal(s) for the event. Goals should be general in nature, but relevant to the purpose of the event.

Provide the objectives of the event that will assist your agency in meeting the goal(s).

What are the predicted outcomes for this event? Please use the fields below to enter an outcome and any associated indicator(s).

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Keller Canyon Mitigation Fund

What is a predicted outcome for this event?

What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?

How will KCMF's contribution be recognized?

Will you be requesting other items or involvement from us (e.g. banners, logo, quotes, presenter, artwork, etc.)?

Please describe.

Do you have a registration form that would be needed to take part in this event?

Attach File:

Do you have any other essential documents that should be attached to support your application?

Attach File:

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Keller Canyon Mitigation Fund

Documents

Nonprofit Organizations who are direct applicants or fiscal agents for other applicants must include various attachments with your application. Please attach a Non-Profit Status Determination letter from the Internal Revenue Service – 501(c).

Attach File:

Please attach the most recent (current) Internal Revenue Service Form 990, 990-EZ, or 990-N (e-postcard).

Attach File:

Please attach California Business Portal printout (proof that your agency is currently registered with the California Secretary of State). Go to: <https://businesssearch.sos.ca.gov>. Enter your agency's name, find it in the matrix and then print or produce a PDF of the page.

Attach File:

Do you have a Commitment Letters or MOU for all approved funding sources needed to carry out the proposed project?

Attach File:

County contracts for Keller Canyon Mitigation Funds required that your organization maintain General Liability Insurance (in the amount of \$500,000), Worker's Compensation, and the County is listed as an additional insured. Please attach a statement indicating that your agency is capable of meeting these requirements if funds are awarded, and you understand that failure to meet these requirements is a basis for denying a grant award and/or terminating a contract if the requirements are not maintained during the project implementation.

Attach File:

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Keller Canyon Mitigation Fund

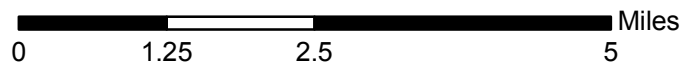
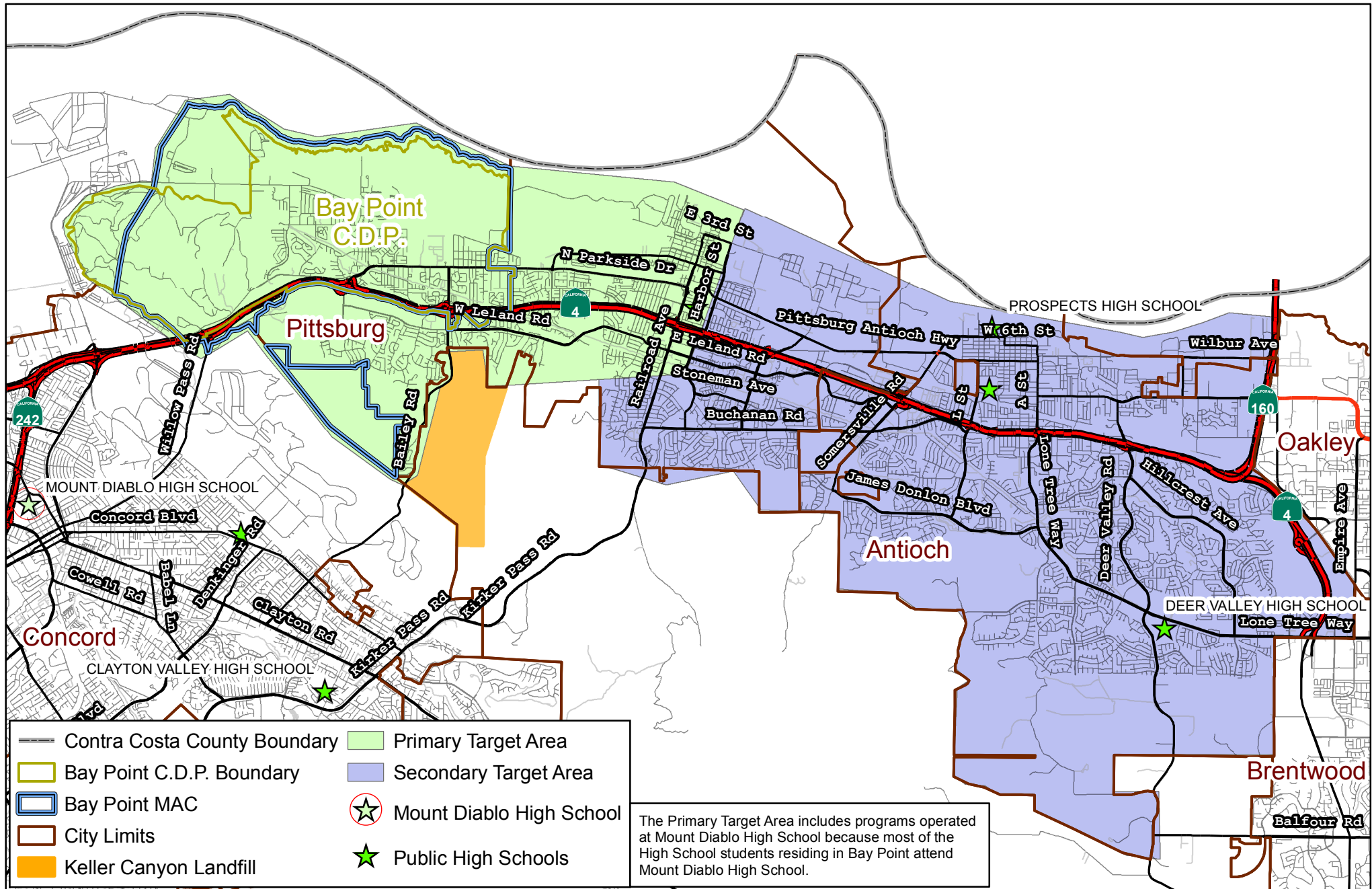
Agreement

By submitting this application I confirm that I have the authority to submit this application and agree to the conditions described below.

- (a) All information contained herein is true and accurate to the best of my knowledge;
- (b) Should Contra Costa County agree to provide funding for the project proposed in this application, I agree that information about this project may be highlighted in some of Contra Costa County communication vehicles;
- (c) Should Contra Costa County agree to provide funding for the project proposed in this application, I agree to abide by any contracting requirements of Contra Costa County;
- (d) Should Contra Costa County agree to provide support for the project proposed in this application, I agree to complete periodic reports as required by the KCMF program; and
- (e) I consent to receiving email notifications regarding this application and any subsequent emails from Contra Costa County that relate to this application or any future KCMF grant cycles.

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Keller Canyon Mitigation Fund Target Area Map



Please modify this form to list EACH FUNDING SOURCE and ALL EXPENSE CATEGORIES that are relevant. ADD MORE COLUMNS OR ROWS as necessary. Budget should be for ENTIRE PROJECT. Gray shaded areas will automatically calculate.

[illegible]